**Name of organisation**

**Address**

**[Type of organisation](https://beta.companieshouse.gov.uk/%22%20%5Co%20%22e.g.%20Private%20Limited%20Company%2C%20Royal%20Charter%20company%2C%20Community%20Interest%20Company%2C%20etc.)**

**Telephone Number**

**Generic Email Address**

**Company reg. number**

**(if applicable)**

1. Who will be responsible for supervision of Students during delivery at the
partner organisation’s premises / delivery under the partner’s supervision?

*(This may be an RVC staff member or a member of staff of the partner organisation)*

**Name**

**Position**

1. Does the organisation have a written health and safety policy?
[Applicable if five or more employees within the organisation.]

[ ]  Yes. Please attach copy of relevant document.

[ ]  No.

1. Does the organisation have other relevant policies relating to the health and safety of trainees / employees e.g. lone working policy, working with animals, fire safety, ionising radiation safety.

[ ]  Yes. Please attach copies of relevant policies and detail the policies here:

[ ]  No.

1. Does the organisation have a written environmental policy signed by the Chief Executive Officer or equivalent?

[ ]  Yes. Please attach copy of current policy.

[ ]  No.

1. Does the organisation have a policy regarding training for people working in its undertaking, including use of vehicles, plant and all equipment, and will it provide all necessary health and safety training (as required) for the RVC students?

[ ]  Yes. Please provide details and/or attach supporting documentation:

[ ]  No.

1. Has the organisation or any of its Directors and Executive Officers been subject to enforcement/remedial notices/orders (such as those issued by HSE or the Environment Agency) in the last three years?

[ ]  Yes. Please provide further details:

[ ]  No.

**Insurance:**

1. Please provide brief details of the organisation’s insurance policies below and append copies of any relevant cover/policy certificates.

|  |
| --- |
| **Employers’ Liability cover:** [ ]  Yes. Please provide details (provider and limit):      [ ]  No.**Public Liability cover:** [ ]  Yes. Please provide details (provider and limit):      [ ]  No.**Professional Indemnity insurance:** [ ]  Yes. Please provide details (provider and limit):      [ ]  No. |

1. Can you confirm that the organisation’s insurances will cover any liability incurred by an RVC student/staff member/representative acting under the direction/control of the organisation?

[ ]  Yes.

[ ]  No.

**Risk Assessment:**

1. Has the organisation carried out risk assessment of its work practices to identify hazards and to control risk, whether to its own employees or to other persons affected by its undertakings?

[ ]  Yes. Please provide details (include dates) and/or attach supporting documentation:

[ ]  No.

1. Are the organisation’s risk assessments kept under regular review?

[ ]  Yes. Please provide details and/or attach supporting documentation:

[ ]  No.

1. Are the results of risk assessment implemented by the organisation?

[ ]  Yes. Please provide details and/or attach supporting documentation:

[ ]  No.

**Accidents and Incidents: Reporting accidents and ill health is a legal requirement.**

1. Is there a formal procedure for reporting and recording incidents in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)?

[ ]  Yes. Please provide details and/or attach supporting documentation:

[ ]  No.

1. Does the organisation carry out accident and incident investigation and other monitoring and act on findings?

[ ]  Yes. Please provide details and/or attach supporting documentation:

[ ]  No.

1. Does the organisation have procedures to follow in the event of serious and imminent danger to people at work in its undertaking?

[ ]  Yes. Please provide details and/or attach supporting documentation:

[ ]  No.

1. Will the organisation report to the College all incidents (including accidents, incidents, dangerous occurrences and ill health involving RVC students which may be attributable to the training undergone during the collaborative provision?

[ ]  Yes.

[ ]  No.

**Contact personnel:**

The organisation’s nominated contact for compliance with the requirements of health and safety legislation:

Name

Position

Telephone number

Email address

The above statements are true to the best of my knowledge and belief.

Signed:

Position

Date

Thank you for completing the questionnaire. Please return as soon as possible to:

Collaborative Programmes Officer

Royal Veterinary College, Hawkshead Lane, North Mymms, Hatfield, Hertfordshire, AL9 7TA

Tel. 01707 666 602

Email: rsherry@rvc.ac.uk

|  |
| --- |
| **For use of RVC Staff only:****Documents attached**[ ]  Written Health and Safety policy[ ]  Environmental Policy[ ]  Policy regarding training for people working in organisation’s undertaking[ ]  Copies of insurance cover/policy certificates[ ]  Details of risk assessments undertaken [ ]  Formal procedure for reporting and recording accidents in accordance with RIDDOR[ ]  Procedures to follow in the event of serious and imminent danger to people at workplace [ ]  Other documentation. Please provide details:      **Action following receipt of completed Health and Safety questionnaire**Upon receipt of a completed health and safety questionnaire, the Collaborative Programmes Officer will undertake the following: * Inform the College Lead/Course Proposer (as applicable) of the questionnaire’s receipt.
* Pass the questionnaire and supporting documentation on to the Corporate Health and Safety Manager for review.

Where any "NO" responses are received, then, in the first instance, the Corporate Health and Safety Manager will consider the implications for the Students and may consult further with one or both of the designated RVC College Lead/Course Proposer and the organisation’s nominated contact for compliance with the requirements of health and safety legislation.It is not a mandatory requirement to have an accredited QMS e.g. OHSAS18001, ISO 14001 in place. Likewise, it is not a mandatory requirement to have an environmental policy in place. However, the RVC encourages best practice in these areas. There is a legal requirement, however, for an employer to have a Health and Safety policy in place if they employ 5 or more staff. Failure to provide a policy in such circumstances will mean that the collaborative programme may be reconsidered.The Corporate Health and Safety Manager may consider requesting an on-site visit to satisfy himself/herself as to any outstanding queries or concerns. The Corporate Health and Safety Manager will write a report (proportionate in scope to the risks identified) for further consideration by the relevant committees of the College. On approval of the Corporate Health and Safety Manager’s report by the relevant College committee(s) the Collaborative Programmes Officer will notify the College Lead/Course Proposer and the partner organisation’s nominated contact for compliance with the requirements of health and safety legislation.Should the relevant College committee(s) reject the report or request further information the Collaborative Programmes Officer will notify the College Lead/Course Proposer, the organisation’s nominated contact/s and the Corporate Health and Safety Manager as appropriate.The collaborative provision should not proceed until the relevant College committees have approved the Corporate Health and Safety Manager’s report. |